THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	**Number:**	201.29
		Revised:	7/1/05
SUBJECT:	Jury and Witness Service	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	All regular employees with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources and Affirmative Action and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

Employees, including probationary employees, shall be excused from work and will not sustain loss of their regular compensation when called upon for jury duty or to testify at the order of a court or other agency of government or upon request of the University. This policy does not apply to an employee who is a plaintiff or serves as an expert witness.

An employee who loses time from work for jury or witness service will receive his or her regular University compensation for the lost time. Documentation may be required to support an absence under this policy.

Employees will immediately report to work if released from jury or witness service in order to start or continue their regular work schedule that day except that:

> Employees who perform jury duty service or testify pursuant to a subpoena within the eight (8) hour period immediately preceding their regular shift, may, at the employee's request, have an amount of time off work with pay at regular salary plus any applicable shift premium, equal to the time they were required to spend in court during that preceding eight hour period.
>
> In addition, employees who are required to report for jury duty service or testify pursuant to a subpoena following completion of a shift that ends after midnight will be excused from work at midnight and paid for such lost time at their regular salary plus any applicable shift premiums.

Accrual of vacation or Paid Time Off (PTO) is not affected by time spent on jury or witness service.

Procedures: http://www.umich.edu/~hraa/procedures/spg201-29.htm